

**JOINT LABOR RELATIONS & EMPLOYEE SERVICES , ADMINISTRATION  
AND PUBLIC WORKS COMMITTEE MINUTES  
First Floor Conference Room, Oneida County Courthouse  
January 10, 2018**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Carol Pederson, Sonny Paszak, Billy Fried

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Lynn Feldman (UW Extension); Bruce Stefonek (Highway); Robb Jensen, Bob Mott, Scott Holewinski, Mike Timmons (County Board); Kyle Franson (Register of Deeds); Kevin Boneske (Star Journal)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the First Floor Conference Room of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Paszak to approve today's agenda with permission to move around agenda topics. Second by Pederson. All members present voting 'Aye'. Motion carried.

**HIGHWAY DEPARTMENT RESTRUCTURE – DISCUSSION AND RESOLUTION**

Stefonek references the sequence of events provided in the packet to this point. After the restructure was approved by the LRES Committee, some topics were brought back before the Public Works Committee. The additional topics discussed at Public Works are now coming back to the LRES and Public Works Committees jointly for further discussion. Charbarneau discussed the Public Works Committee's approval to make the two new lead positions hourly rather than salary in order to properly track work done by these positions for funding purposes. If kept salary, any duties completed by these leads past 40 hours in a week would not be reimbursable through RMA (Routine Maintenance Agreement) funding. Other counties with a similar management structure have chosen to make these positions hourly exempt which makes the position eligible for time-and-a-half pay. Based on this information, Charbarneau states that the proposal has now been modified to still eliminate one Assistant Patrol Superintendent and create two hourly-exempt lead positions that would receive time-and-a-half pay for hours worked over 40 in a week. Discussion held on the meaning of hourly-exempt and other positions in the county that have this classification. Fried voiced concerns about the overtime liability if this new proposal is implemented. Holewinski feels making these positions hourly will help in the recruitment process, will allow for more duties to get done and also allow for the proper RMA funding to be received. Stefonek provided further explanation, and estimates that RMA funds will cover the cost of at least one of these proposed lead positions. Jensen provided further explanation on the possible funding that can be lost by not making these positions hourly, and ensures that the Highway Commissioner will make sure that overtime hours are managed properly. Holewinski further expanded on Jensen's comments. Fried suggests keeping the position salary and increasing the salary in order to collect more RMA funding; Smith says this is not allowable for RMA funding reimbursement. Further discussion held. Jensen notes that RMA funding has not been fully utilized for years and this structure will help to better utilize RMA funding. Smith voiced concerns on if eliminating a position would create more overtime. Holewinski discussed the positive effects this change will have on the Highway structure in regards to safety and ensuring work is done properly. Cushing notes that this has already been implemented in other counties to create efficiencies and get work done. Discussion held on the Carlson-Dettmann wage study. Motion by Cushing to approve the restructuring of the Highway Department and forward the restructure listed in the agenda packet onto the County Board for their approval. Second by Paszak. Fried and Hintz voiced

further concerns. Roll call vote taken with all voting in the affirmative. Motion carried. Discussion held on numerical and wording changes needing to be made on the resolution.

### **UW EXTENSION – 2018 AGENT CONTRACTS**

Charbarneau reports that the state has reviewed the proposed changes from Corporation Counsel and has agreed to the changes but will not make any further adjustments to the contract past those changes. Corporation Counsel approves of the amended contract. Brief discussion held. Motion by Paszak to approve the contract. Second by Pederson. Cushing, Paszak, Pederson and Hintz vote 'Aye'. Fried votes 'Nay'. Motion carried.

### **UW EXTENSION – ADMINISTRATIVE SUPPORT DISCUSSION AND RESOLUTION**

Feldman previously requested to make her two Administrative Support positions as one full-time and the second position 53% (20 hours per week). After discussions with staff, Feldman is now changing her request to one position being an LTE at 20 hours per week and one full-time (37.5 hours per week) position. Feldman says she was approached by her staff with this current request, and feels this will provide the coverage she needs but still provide the best situation for her two staff members. Feldman states this hasn't been brought to her Committee yet and no fiscal impact was completed; Jensen notes that the topic is on next weeks meeting agenda. Jensen feels that if approved, the full-time position needs to be reposted since the job hours/benefits have changed and someone that previously didn't apply for the job may now be interested. Cushing and Charbarneau feel this topic should be reviewed and approved at the Committee of Jurisdiction level before this Committee reviews this request any further. Fried brought up discussions held at budget hearings about reducing Administrative Support staff due to the reduction in UW agents in the Rhinelander office. Fried also voiced concerns over making these decision based on what is best for an employee rather than what's best for the department and Oneida County. Motion by Cushing to postpone and the topic should be sent back to the Committee of Jurisdiction for further discussion. Second by Fried. All members present voting 'Aye'. Motion carried.

*Cushing excused himself from the meeting at 9:58 a.m.*

### **CLOSED SESSION**

Motion by Hintz, second by Pederson to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topics: HR Director compensation, Facilities Director compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:59 a.m. Staff present in closed session: Charbarneau, Lueneburg, Smith, Brunette.

### **RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Pederson. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 10:25 a.m.

A motion was made by Cushing, seconded by Pederson and approved in closed session to move the Human Resources Director from Step 8 to Step 9, with funding to come from contingency.

### **APPROVE MINUTES**

Motion by Fried to approve the December 20<sup>th</sup> minutes as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau summarized the bills and vouchers presented. Motion by Paszak to approve the vouchers, reports and bills. Second by Hintz. Charbarneau confirms that all items are within budget. All members present voting 'Aye'. Motion carried.

**REGISTER OF DEEDS – DEPUTY I VACANCY REVIEW APPEAL**

Charbarneau reports that this position is being vacated due to a retirement, and Franson requests to waive the six-month waiting period to fill the position. Franson doesn't have a specific person in mind for the position and plans to post the job internally and externally. Motion by Paszak to approve the Register of Deeds – Deputy I position. Second by Hintz. All members present voting 'Aye'. Motion carried.

**EMPLOYEE HANDBOOK – HOURS OF WORK AND OVERTIME**

Charbarneau reports that Land Information personnel can occasionally be called in by the Sheriff's Office to help locate a missing person or to assist in a disaster. Charbarneau states that she does not wish to implement pager pay due to the rarity of the calls but does want to implement time-and-a-half pay for the GIS Administrator for hours worked past regularly scheduled time on emergency Sheriff calls. Romportl explained the GIS Administrator's valuable role in these situations. Charbarneau provided updated Employee Handbook wording on this request to the Committee. Discussion held. Motion by Hintz to make the proposed Handbook change. Second by Pederson. Further discussion held. All Committee members present voting 'Aye'. Motion carried.

**2017 OSHA REPORT**

Charbarneau discussed the 2017 OSHA report, noting no lost time for 2017, which hasn't happened in about six years. Charbarneau reminded the Committee that this topic will be added monthly to her LRES agendas. Charbarneau plans to bring the 2017 OSHA report to the next County Board meeting.

**FUTURE MEETING DATES**

January 23, 2018 at 1:00 p.m.

**FUTURE AGENDA TOPICS**

Handbook and Chapter 4 updates

UW Extension staffing


Deputy Association contract

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Paszak to adjourn meeting. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:49 a.m.

  
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Ted Cushing, Chairman

2/14/18  
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Date

  
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Jennifer Lueneburg, Committee Secretary

2/14/18  
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Date